

Checklist to Plan and Conduct a Public Meeting

- ☐ Determine purpose (s) and subject(s): _____
- ☐ Identify location for public meeting
 - ☐ Facility name & location: _____
 - ☐ Contact person/phone number at facility: _____
 - ☐ Accessibility
 - ☐ People with disabilities and
 - ☐ Adequate parking and/or
 - ☐ Convenient to public transportation
- ☐ Choose date and time of the public meeting: _____
- ☐ Confirm arrangements with follow up letter to facility contact person
- ☐ Identify staff to participate in public meeting
- ☐ Scope information to be presented (agenda, presentations, etc.)
- ☐ Identify/prepare support materials (handouts, slides/transparencies)
- ☐ Publicize the upcoming public meeting
 - ☐ Send fact sheet to all/part of site contact list and/or
 - ☐ Send fact sheet and/or media release to local media and/or
 - ☐ Telephone key individuals, organizations, officials and/or
 - ☐ Post notices in the community and/or
 - ☐ Announce the upcoming public meeting in another forum
- ☐ Hold staff pre-meeting to finalize content and coordination
- ☐ Conduct the public meeting
 - ☐ Bring and use signs, sign-in sheets and support materials
 - ☐ Collect/record comments and questions for program use or follow-up
- ☐ Follow up activities to the public meeting
 - ☐ Provide necessary follow-up to public questions/comments
 - ☐ Update contact list with sign-in sheets
 - ☐ Consider additional follow up